

### Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

# Waiting for Payroll Data for Budget Estimate

Jonah Wainwright (b) (6)

Tue, May 4, 2021 at 10:59 AM

To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Here is the letter for the addition of (b) (6)

On Tue, May 4, 2021 at 11:40 AM Kaitlyn Schneider - QMDDD <a href="mailto:kaitlyn.schneider@gsa.gov">kaitlyn.schneider@gsa.gov</a> wrote: Good morning Jonah,

Attached is the updated budget estimate. I reworked the salary projections to include (b) (6)

Can you please send over the formal letter for (6) so we can pass it along to our HR and payroll offices?

Thank you, Kaitlyn

### **Kaitlyn Schneider**

U.S. General Services Administration

w: **(b) (6)** 

On Fri, Apr 30, 2021 at 3:12 PM Kaitlyn Schneider - QMDDD <a href="mailto:kaitlyn.schneider@gsa.gov">kaitlyn.schneider@gsa.gov</a> wrote: Good afternoon Jonah,

Just wanted to let you know that I will send your updated budget estimate on Monday. We have not received the payroll data yet today.

Have a great weekend!

#### **Kaitlyn Schneider**

Presidential Transition Support Team U.S. General Services Administration

w: **(b) (6)** 



Addition.pdf

To whom it may concern,

The Former Vice President Outgoing Transition Team requests that GSA alter the status of employee listed below.

Please note that (b) (6) will be joining the Outgoing Transition Team effective Monday, 5/10/2021. The salary for (b) (6) will be set at \$60,000 on the annual basis.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation.

Thank you,



Jonah Wainwright

Office Manager

Office of the Former Vice President

HR Projection Summary - \$80k SALARIES CHANGE STARTING 4/25/21 (Marc and Greg start 5/23)			
Salaries	\$282,258.64		
Benefits	\$99,367.20		
TOTAL HR	\$381,625.84		

ORIGINAL HR BUDGET ESTIMATE		
Salaries	\$277,090.96	
Benefits	\$98,041.58	
TOTAL HR	\$375,132.54	

# **ESTIMATED BUDGET LEFT**

\$5,401.93

Pay Period	Salaries	Benefits	Notes
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20
1/31 - 2/13	\$21,696.80	\$9,250.40	
2/14 - 2/27	\$21,696.80	\$9,244.71	
2/28 - 3/13	\$24,667.60	\$9,141.96	2 new staff join on 3/1 (full pay period) 1 staff offboard on 3/5 (1 week of pay)
3/14 - 3/27	\$25,337.60	\$8,932.43	
3/28 - 4/10	\$25,337.60	\$8,932.41	
4/11 - 4/24	\$19,894.40	\$6,477.57	Katie Miller no longer on payroll (Offboard April 10 - no pay). Paul Teller offboard on 4/15 (4 days of pay)
4/25 - 5/8	\$18,895.20	\$6,110.80	(b) (6) Offboard 5/1 (1 week of pay)
5/9 - 5/22	\$19,655.20	\$6,168.94	(b) (6) onboard 5/10
5/23 - 6/5	\$20,400.00	\$6,297.21	(Marc and Greg raise)
6/6 - 6/19	\$20,400.00	\$6,297.21	
6/20 - 7/3	\$20,400.00	\$6,297.21	
7/4 - 7/17	\$20,400.00	\$6,297.21	
7/17 - 7/31	\$6,120.00	\$1,889.16	Only 3 days of pay

Summary		
Total Allocation		\$520,000.00
Spent		\$514,598.07
Remaining		\$5,401.93

Summa	ry	Spend Estimate Sum	mary by Category
Total Allocation	\$520,000.00	IT	\$15,004.46
Spent	\$514,598.07	HR	\$381,625.84
Remaining	\$5,401.93	Rent	\$81,390.97
		Furniture	\$19,094.28
		Office Supplies	\$15,631.02
		Mail	\$696.50
		Other	\$1,155.00

Category	Description	Purchase Type	Status	Quote/Total	Notes
łR	Salaries (updated amount to reflect staffing projection estimate)	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTA
IR	Benefits (updated amount to reflect staffing projection estimate)	Other	Estimated	\$ <mark>(b) (5)</mark>	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTAL
Rent	6 months rent estimate	Contract	Estimated	\$(b) (5)	
Office Supplies	Autopen	Purchase Card	Spent	\$1,106.11	Half of the 6 mo rent, 3 signatures, expedited processin delivery
urniture	Move from 20 Mass to OPY	Contract	Spent	\$9,094.28	
T	Comcast service for 6 mo	Purchase Card	Spent	\$1,155.17	
T	Move of multifunction printer	Purchase Card	Spent	\$283.50	
т	Cabling	Contract	Spent	\$4,647.76	
Т	Phone service for 6 mo for 3 phones	Contract	Spent	\$809.82	\$(5) (4)/phone per month
urniture	Move furniture to Franconia to be excessed (close down)	Contract	Estimated	\$(b) (5)	
Mail	Stamps.com monthly fee	Purchase Card	Spent	\$181.26	\$(b) (4)
Т	UPS (for cabling in VA)	Purchase Card	Spent		Total \$1,591.95 split 50/50
Т	Pull cabling in VA (close down)		Estimated	\$(b) (5)	
T	MailChimp Account	Purchase Card	Spent	\$89.84	
Office Supplies	Stationery	Contract	Estimated	\$(b) (5)	
T	3 Amazon Firesticks	Purchase Card	Spent	\$113.97	
т	Sling	Reimbursement	Estimated	\$	(b) (5)
T	NET100 - Cabling/Wiring Service for Phones		Spent	\$1,380.71	
T	Cables for phones	Purchase Card	Spent	\$21.92	
T	Phones	Purchase Card	Spent	\$119.98	
T	Telephone Service/Voicemail	Purchase Card	Spent	\$489.55	
Mail	1,000 first class stamps	Purchase Card	Spent	\$500.00	
Office Supplies	Doug Carlson - picture frames, envelopes, etc.	Reimbursement	Spent	\$505.28	
Office Supplies	1 box silver fine point sharpies	Purchase Card	Spent	\$14.71	
Mail	Labels for stamps	Purchase Card	Spent	\$15.24	
Rent	Security for space	Contract	Estimated	\$(b) (5)	
T	Move of multifunction printer (close down)	Purchase Card	Estimated	\$(b) (5)	
Other	Parking Validation		Estimated	\$(b) (5)	
Other	Poss ble charge for escorts		Estimated	\$(b) (5)	
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HR SPENT S	ımmary
Salaries	\$155,988.24
Benefits	\$60,343.08
TOTAL HR SPENT	\$216,331.32

HR Costs SPENT					
Pay Period	Salaries	Benefits	Notes		
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20		
1/31 - 2/13	\$21,696.80	\$9,250.40			
2/14 - 2/27	\$21,696.80	\$9,244.71			
2/28 - 3/13	\$24,667.60	\$9,141.96	2 new staff join on 3/1 (full pay period) 1 staff offboard on 3/5 (1 week of pay)		
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4/11 - 4/24	\$19,894.40	\$6,811.19	Katie Miller no longer on payroll (Offboar April 10) Paul Teller - 1 week of pay		
4/25 - 5/8			/		
5/9 - 5/22					
5/23 - 6/5					
6/6 - 6/19					
6/20 - 7/3	- 2				
7/4 - 7/17	11.7				
7/17 - 7/31	777				